



**DOCUMENT CHECK-LIST FOR ALL PERSONS TRAVELLING TO PORTUGAL FOR TOURISM OR  
BUSINESS PURPOSES ON TRIPS UNTIL 90 DAYS:**

		Attached	
		Yes	No
1	Schengen Application form		
2	Original of the Passport		
3	Passport Copy		
4	Copy of the Qatar ID		
5	Employment letter		
6	Proof of Accommodation		
7	Proof of Transport		
8	Travel Insurance for Schengen States		
9	Proof of funds (Bank Statement – last 3 months)		
10	Recent Color ID photos, white background, recent (x2)		

- **Passport** – The Passport must be valid for at least 3 months after the date of return from your trip. It must contain at least 2 opposite valid blank pages (marked VISA). Clear copy of the applicant's passport on A4 paper and copy of all Schengen Visa's if applicable.
- **Qatar ID** – Permit must be valid for at least 3 months after the return date from your trip. Clear A4 copy of both sides of the applicant's Qatar ID card. original Qatar id should present at the submission counter
- **Proof of Accommodation** – Confirmed hotel booking made directly with the hotel or through the travel fare aggregator websites only or details of private accommodation. Hotel vouchers from travel agencies are not accepted.
- **Proof of Transport** – Flight tickets, booking confirmations with dates of a round flight **tickets printed from the airline website**. If the trip includes more than one Schengen country, tickets of internal transportation between different countries is mandatory. Vouchers from travel agencies are not accepted.
- **Employment letter** – A letter from the sponsor showing clearly:
  - The monthly salary.
  - The position in the company.
  - The purpose of the trip.
  - The starting date and the duration of the professional contract.



## EMBASSY OF PORTUGAL DOHA

This letter must be addressed to the Portuguese Embassy in Doha and state to guaranty the return of the applicant to Qatar after the trip.

- For **Business Purposes:** Invitation letter from employer or the event organizer entity from Portugal, approval of subscription for a Fair
- **Minors**
  - Both parents must be present at the Visa Application Center with the minor.
  - A minor traveling accompanied or unaccompanied must have a consent letter signed by both parents.
  - Copy of the parents' passports must be attached.
  - Birth certificate in English or in Portuguese or legally translated to those languages.
- **Unemployed/Retired/ Students/Minors/Dependents**
  - Applicants must provide a guarantor letter by the family or other sponsor covering the travel costs, if they do not travel together, and proof of relationship in document Marriage Certificate or birth certificate in English or in Portuguese, or legally translated in those languages, and a copy of the passport or of the Qatar ID of the guarantor must be attached.
- **Travel Insurance** – The travel insurance policy certificate has to be provided, which shows:
  - Name of the insured person.
  - Policy number.
  - Amount of coverage (which should be for at least €30.000).
  - Duration of the coverage (which should be for the entire trip period).
  - The travel insurance should cover the entire Schengen territory; therefore, the term SCHENGEN MUST appear on the policy certificate.
- **Photos** – 2 color ID photos with white background. The photos must be taken less than a year.

**Applicant's signature:**

**VFS Officer:**

**Date:**